

VACANCY ANNOUNCEMENT

NUMBER: 17/2013

OPEN TO: All Interested Candidates.

POSITION: INFORMATION RESOURCE ASSISTANT, FSN-8, FP-06

OPENING DATE: March 21, 2013

CLOSING DATE: April 04, 2013.

WORK HOURS: Full-time; 40 hours/week

SALARY: Not-Ordinarily Resident (NOR): US\$44,737 p.a. (Starting salary, Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): Euro 19,661 p.a. (Starting salary) (Position Grade: FSN-8)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Malta is seeking an individual for the position of Information Resource Assistant.

BASIC FUNCTION OF POSITION

Manages the Information Resource Center (IRC) at the US Embassy, and is solely responsible for all Embassy outreach, research, reference, and cultural initiatives. Maintains continuing personal contact with the highest level target audience members. Coordinates with Washington-based offices as necessary.

Is responsible for all research and reference services, and ensures that target audiences receive authoritative information about the U.S. Devises strategies for cost-effective, automated means of responding to information inquiries. Reviews the IRC capabilities, and develops ways of optimizing the technology of post's information services. Develops an annual IRC strategic plan and Social Media plan in coordination with the Public Affairs Officer (PAO).

Advises American officers on services provided by the IRC. Advises the Embassy on strategies for managing resources to ensure maximum cost effectiveness and productivity. Prepares reports and maintains adequate IRC records for post managers. Tracks outreach to individual contacts by working with the Public Affairs Office management to ensure that research and reference inquiries, and Embassy responses to such inquiries, are recorded in post's contact management software.

Coordinates Embassy's school visit/speakers program by making the necessary contacts with teachers in the schools, liaises with Embassy officers who offer to speak during these visits, prepares promotional packets and book donations for the schools and helps officers prepare by providing background information on the relevant subject.

Drafts and prepares content for posting on the Embassy social media, works with other Embassy staff to ensure that all content is current and accurate, and seeks innovative ways to use the social media for information outreach.

Assists in the planning and implementation of cultural programs. Identifies and acts as liaison with local co-sponsors, communicates with relevant program officers in Washington and oversees all logistical arrangements.

Coordinates all speaker programs at post including speaker visits and Digital Video Conferences (DVCs). Works with other Embassy sections to identify topics, speakers and audiences. Liaisons with program officers in Washington to request and schedule speakers.

Receives and responds to inquiries from the general public, Embassy contacts, and Embassy Officers on a range of topics.

Keeps abreast of developments in American and Maltese cultural life and attends related conferences and workshops

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A university degree in an arts or social-science related subject is required.
2. Minimum of three years of progressively responsible experience working in a related field. This includes experience in traditional research and reference services. Must also have experience in using diverse technologies to disseminate information to wide audiences. Applicant must also be able to plan and implement cultural programs for the public.
3. Level IV (fluent) in both spoken and written English and Maltese.
4. Excellent service orientation to target audience, interpersonal and cross cultural skills. Ability to plan and execute a number of events, often simultaneously; ability to carry out reference searches and to respond to complex requests; ability to disseminate Embassy information in the most effective and efficient means.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- 1. Application for US Federal Employment (SF-171 or OF-612); or**
a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Laura Danylin
American Embassy,
Ta' Qali

Or by email: vallettahro@state.gov

POINT OF CONTACT

Name Joseph Gatt
Telephone: 2561 4112

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: April 4, 2013

The US Mission in Valletta provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance

procedures, remedies for prohibited personnel practices, and/or courts for relief.

